



EXTENSION & REVITALIZATION

Chief of Staff

January/February 2024

Promotion #3



As we reflect on our holiday blessings and approach the halfway point of our program year, we need to think about how our Auxiliaries are doing and find ways to improve them.

This would be a perfect time to look over the *Heathy Auxiliary Toolkit*. It was handed out to each District President and Auxiliary and can also be found under MALTA Member Resources: Extension & Revitalization Program or the Department website.

In that toolkit, is the *VFW Auxiliary Member Questionnaire*. We need to have these questionnaires back to the Department Chief of Staff no later than **January 12th, 2024**. This gives us an idea of how Auxiliaries are doing and if there is something that we need to do to help. Have your members answer the questions, hand them in to your President to summarize the final report to be emailed to me.

Auxiliary official visits should be done or almost done. We need to keep auxiliaries strong and working towards our goal of veterans and family first. Continue to recruit new members to keep our auxiliaries viable. As always, be sure when you submit an application that all required information is filled out, signed by the applicant and the investigative committee, and the names and numbers are legible.



Are your **Healthy Auxiliary To-Do's and Deadlines** met and checked off?

- Are your Officers' 2023-24 dues paid? On December 31, 2023, they are **no longer a member in good standing**, therefore no longer an Officer. A vacancy in an office is a Red Flag.
- Was your audit from 7/1 – 9/30 completed by 10/31, approved at your next Auxiliary meeting and sent to Department Treasurer Cindy Burkey?
- **990's** were due to the IRS by November 15th. If you did not get them done, did you file and extension? Did you send a copy to Cindy?
- **Articles of Incorporation** through the Secretary of State (SOS). Did you get it done and send a copy to Cindy?
- Be sure when you apply for your **UBI number** that you put it in the Auxiliary name, not your personal name. That applies to the bank accounts too.
- Do you have a minimum of **ten** members paid to maintain your Charter by February 1st, 2024?
- Is your Auxiliary holding at least **ten** business meetings per year?

2.

For Treasurers, Trustees and all members, please make every effort to make the training and workshop classes at Mid-Winter in Wenatchee on Friday, January 19th from 1-4pm. We will also be covering the new bookkeeping system on MALTA with a lot of other new information. This will be held in the Conference Center in the Golden Delicious Room.

Look over your Auxiliary's **Consolidated Report** spreadsheet. Have you paid your Hospital pledge? Donated to National Home or other support services? These need to be sent to Cindy with a check summary form and write a note on the check which program it is for. If you send directly to National or the National Home, Cindy cannot record it on the report.

This year, with the newer programs that need local monetary support, we have a **Department President Special Project** spreadsheet. This includes 9 programs, some are: Patriotic & 3-D Art, Red, White and Blue Sing, Illustrating America, and VMS (Veteran Military Services). If you do not designate a program on the check you send in to Cindy, it will be deposited into the "no designation" category.

Review the program **End of Year Reports**. See if your Auxiliary needs to meet any more goals. You will have achieved flying colors and be a very healthy Auxiliary. Call or email anytime and let me know how you are doing.

Recognize these achievements, members involved, and volunteers with a **Good Job Award**. Every member needs to feel their involvement is necessary.

~ Always Be Kind ~

"BANDING TOGETHER FOR OUR VETERANS" by "DOING FOR THOSE WHO CAN'T"



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